



TOWN OF CALAIS

3120 Pekin Brook Road
East Calais, Vermont 05650
802-456-8720
calaisvermont.gov

TOWN of CALAIS **Highway Department** **Seeking Temporary (Winter) Full-Time Road Crew Member**

The Town of Calais is seeking a temporary full-time road crew member to be available from November 1, 2023 to April 30, 2024. A shorter time period can be negotiated provided the applicant is available for snow plowing from December 2023 through early April 2024.

Specific Duties and Responsibilities

- Operate a snowplow and other road equipment and machinery necessary for snow removal, road sanding, and salting. Help maintain and repair road equipment and town garage. Irregular times and hours will be required depending on weather conditions.
- If available during spring and fall, help with tasks associated with the maintenance and repair of the town highways such as: repair gravel roads, install culverts, haul or move equipment, clean ditches and culverts, install new guard posts and road signs, cut brush.
- Safely operate hand machinery and equipment such as chainsaws, weed or brush trimmers, welders, shovels and rakes necessary for highway maintenance.
- Keep daily record of hours, locations of work, equipment and materials used.
- Comply with drug testing requirements.

Skill Requirements

- Knowledge and ability to operate town highway equipment, particularly snowplows and dump trucks.
- Knowledge of techniques for safe heavy equipment operation including safe lifting heights, loading and load securing techniques, and dumping safety.
- Knowledge of safety rules for the movement of heavy equipment. Application of these rules is required at all times, on the public way, and also in remote situations.
- Ability to accomplish minor repairs, adjustments, and other maintenance tasks on town vehicles and equipment.
- Ability to understand and follow oral and written instructions, keep records, and cooperate effectively with fellow workers and supervisors, and interact well with the general public.
- A current and valid Vermont Commercial Driver's License (CDL) is preferred, but not essential.

To Apply

Road Crew applications are available on the Town website at www.calaisvermont.gov, as well as around Calais at the Town Garage, Town Office, East Calais General Store, East Calais Rec Center, Maple Corner Community Store, and Adamant Coop.

Submit a completed application, or a letter of interest and work history:

- via email to Jobs@calaisvermont.gov,
- via postal mail to Barbara Butler, Calais Assistant Town Clerk, 3120 Pekin Brook Road, East Calais, VT 05650,
- drop off in person 9am-4pm Monday-Thursday at the Calais Town Office.